

City of Crawfordsville
Request for Proposals for Mill Street
Posting Date: 1/15/09

Request for Proposals Notification

Project Location: Mill Street in the City of Crawfordsville, Montgomery County, from South Boulevard to Chestnut Street.

Response Due Date and Time: January 30th, 2009 and no later than 3:00 pm (eastern standard time)

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a Letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: Mr. Rod Jenkins, Street Commissioner
107 Vermont Street
Crawfordsville, IN 47933
(765) 364-5166

Submittal Requirements:

1. Letter of Interest (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

Submit To: Mr. Charles E. Coons, Mayor
City Building
200 E. Pike Street
Crawfordsville, IN 47933

Selection Procedures:

- A. Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.
- B. To be eligible for consideration, the lead consultant must be pre-qualified by INDOT.

Requirements for Letters of Interest (LoI)

A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten (10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

- a. Provide the firm name and address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub-consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub-consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (<http://www.in.gov/indot/2576.htm>).
- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub-consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.

- c. Provide a description of your Project Approach relative to the advertised services. For project specific items, confirm that the firm has visited the project site. For all items, address your firm's technical understanding of the project or services, as related to your firm's qualifications.

Requirements for Affirmative Action Certification

- A. A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set, then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.
- B. A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website.
(<http://www.in.gov/indot/2576.htm>)
- C. **DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.**

Work item details:

Local Public Agency Name: *City of Crawfordsville*

Project Location: *Mill Street in the City of Crawfordsville, Montgomery County, from South Boulevard to Chestnut Street.*

INDOT District covering project: *Crawfordsville*

INDOT Des# (if known): 0500890

Project Phases Included: *Construction Engineering*

Project Description:

This project involves the rehabilitation and reconstruction of a segment of Mill Street, positioned 0.64 miles east of the Washington Street (US 231) and South Boulevard intersection, beginning about 15 feet north of the right-of-way centerline of South Boulevard proceeding northerly to and extending approximately 340 feet north of the Mill Street and Elmore Street intersection in the City of Crawfordsville, Montgomery County. Mill Street will be rehabilitated from South Boulevard to the end of the project. While a majority of this project is to be resurfaced, portions of Mill Street will be reconstructed for installation of drainage structures and to achieve stopping sight distance requirements. All S-lines will be reconstructed to meet stopping and intersection sight distance criteria. The project length is approximately 2,925 feet (0.55 miles).

Montgomery County Bridges No. 503 and No. 508 exist within the project limits. Bridge No. 503 along Mill Street over Dry Branch Creek will not be improved, and therefore, a paving exception from 34+02.96 Line "PR-1" to 34+85.06 Line "A" is specified. The clear roadway width of Bridge No. 503 is 22 feet. Bridge No. 503 is a three-sided culvert structure. Bridge No. 508 along Elmore Street over Dry Branch is located at approximately 9+30 Line "S-8-A". The asphalt pavement over Bridge No. 508 will be reconstructed at a width of 33 feet.

The rehabilitation of Mill Street will consist of two eleven foot through lanes with curb and gutter. The existing right turn only lane, southbound, will be maintained at eleven feet. The signal at Mill Street and Elmore Street will be updated and the roadway will be widened to include a ten foot dedicated left turn lane for all directions, except northbound Mill Street. The horizontal alignment will change very little from the current centerline of the roadway. A paper relocate (PR) alignment will be required as the roadway does not follow the centerline of right-of-way, which is Line "A". Line "PR-1" will maintain a 4 foot offset to the east from the beginning of the project until Station 33+00.02 where, through an S-curve, it will join with Line "A". Line "A" will be the construction centerline from Station 34+50.00 to the end of the project. New ADA compliant concrete sidewalks will be installed along both sides to Prospect Street where, due to width of existing bridges and path of Dry Branch Creek, the sidewalk will be eliminated on the west side. Primarily a resurface project, a tolerance of $\pm 1 \frac{1}{2}$ inches from the existing grade was used for development of the proposed vertical alignment. The vertical alignment is designed to provide the necessary stopping and intersection sight distances.

Right-of-way will be acquired where necessary to provide adequate intersection sight distance. Intersection sight distance meets the applicable criteria for the project.

Danville Avenue will consist of two twelve foot through lanes with ADA compliant sidewalks on both sides. Ray Street, Vandalia Street, Curtis Street, and Prospect Street will consist of two ten foot through lanes. Southgate Drive will consist of two nine foot through lanes and Elmore Street will consist of two eleven foot through lanes and one eleven foot dedicated left turn lane.

The City of Crawfordsville has adopted stormwater quality ordinances which require the use of best management practices (BMP's) in all new stormwater construction projects. The bio-retention facility was selected because of several factors. First, it naturally treats stormwater and allows for recharging of the ground water. Second, it removes nutrients from the stormwater whereas structural BMP's do not. Third, it requires less annual maintenance. Finally, the bio-retention facility could be built within the limits of Milligan Park so that it aesthetically compliments the park facilities.

The new storm sewer drainage system will be in three parts. Part one, the area south of the culvert located approximately 70 feet north of Southgate Drive, will use a new storm sewer to carry the water to the existing ditch at the culvert previously mentioned. The watershed area will be captured by the storm sewer through inlets and will carry the runoff north. Part two, the area between the culvert to the Mill Street bridge, will also use a new storm sewer to carry the water to the bridge and outfall into Dry Branch Creek. Part three will be the area north of the Mill Street bridge to the end of the project. This storm water drainage will be collected and carried to an outfall point into Dry Branch Creek north of the Mill Street and Elmore Street intersection.

Estimated Construction Amount: \$3,500,000

Funding: *100% local funds to be used as match credits using federal funds*

Term of Contract: *To be determined during negotiation*

DBE goal: 7 %

Required Pre-qualification Categories:

13.1 Construction Inspection

RFP Selection Rating for _____ Des. No. _____
(City, County, Town, etc.) - or - (Local Public Agency)

Consultant Name: _____ Services Description: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database			6	0
	Schedule score from performance database.			3	0
	Responsiveness score from performance database.			1	0
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.				
	Availability of more than adequate capacity that results in added value to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.				
	Demonstrated outstanding experience in similar type and complexity	2		20	0
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume'	0			
	Experience in different type or lower complexity	-1			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		15	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		5	0
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
Weighted Sub-Total:					0

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant. (A definition of conflicts of interest of concern may be found in IC 4-2-6-9.)

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: _____

Title: _____

Date: _____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed will be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting will be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification shall cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification and that if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)

Certified DBE Name & Address	Service Planned	Estimated percentage to be paid to DBE*

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)

Certified DBE Name & Address	Service Planned	Estimated percentage to be paid to DBE*

Total Dollar Amount Credited toward DBE Goal (Race/Gender Conscious): _____

Total Dollar Amount of Voluntary WBE Work Anticipated over DBE Goal (Race/Gender Conscious): _____

Name of Company: _____

By: _____ Date: _____

*It is understood that these individual firm percentages are estimates only and that amounts paid may be less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.